



Street / Sanitation / Recycling  
705 South River Road  
West Lafayette, IN 47906  
Phone: (765) 775-5242

November 23, 2009

TO: Mayor Dennis and Board of Works Members  
FROM: David A. Downey, Street Commissioner  
RE: 2010 Fuel Bid

It is recommended that the West Lafayette Board of Works approved the following bid specifications for the fuel that will be used by all city vehicles for 2010. It is also requested that the Clerk-Treasurer set publication dates for a bid opening date of December 21, 2009

CC: Sana Booker, Member  
Brad Marley, Member  
Judith Rhodes, Clerk-Treasurer  
File

## NOTICE TO BIDDERS

### 2010 CITY FUEL BID

Notice is hereby given that the Board of Public Works and Safety of the City of West Lafayette, Indiana, will receive sealed bids at the office of the Clerk-Treasurer, 609 W. Navajo St., West Lafayette, IN 47906, until the hour of 8:00 AM local time on December 21, 2009, for the following supplies for the use of the City of West Lafayette, for the period of January 1, 2010, through December 31, 2010. After said time, all bids will be taken to the Lower Level Conference Room and there will be publicly opened and read aloud. Bids received after said time will be returned unopened. No oral, telegraph, facsimile, or telephone bids or changes to bids will be considered.

Gasoline—Premium, Non-Leaded, 70,000 gallons, more or less. Minimum octane level 90.

Gasoline—Regular, Non-Leaded, 70,000 gallons, more or less. Minimum octane level 87.

Gasohol—Premium—Non-Leaded, 70,000 gallons, more or less. Minimum octane level 90+.

Diesel Fuel—Premium—Blended—Low Sulfur, 40,000 gallons, more or less. Minimum cetane level 55, minimum cloud point shall be -4 degrees.

Diesel Fuel—Regular—Blended—Low Sulfur, 40,000 gallons, more or less. Minimum cetane level 46, minimum cloud point shall be -4 degrees.

Diesel Fuel #1—Low Sulfur, 6,000 gallons, more or less.

Diesel Fuel #2—Low Sulfur, 4,000 gallons, more or less.

Bio Diesel—100%—Low Sulfur, 6,000 gallons, more or less.

Bio Diesel—Blend Soy—20/80%—Low Sulfur, 4,000 gallons, more or less.

The following specifications will be strictly adhered to:

1. The quote price per gallon of delivered gasoline must indicate whether or not State and Federal taxes are included.
2. State the following:
  - a. Base price for fuel.
  - b. Transportation cost.
  - c. Driver's fee.
  - d. Percentage of margin.

3. Price changes to the dealer must be substantiated, should changes in delivery become necessary.

4. One (1) sample calculation similar to, or the same as, invoice procedure to be used by the vendor must be submitted.

5. The Federal excise tax on gasoline must be paid by the vendor, who shall be responsible for applying for a refund.

6. Low bid may be established by a weighted average of the prices of the various fuels.

7. Supplier must state octane or cetane for all fuels, and, if applicable, state percentage of blend in diesel fuels (e.g., 20% virgin soy, 80% petroleum).

Also lubricates level is to be stated, along with any other additives.

List credit incentives available.

The City does not have tank capacity to accept transport delivery.

Specifications and bid forms are available at the office of the Clerk-Treasurer and at the Street Dept., 705 S. River Rd., West Lafayette, phone 775-5242.

Each bidder will submit a bid upon State Board of Accounts Form No. 95, (Revised 1987), with the non-collusion affidavit properly executed. The bid must be accompanied by a bidders bond or certified check of not less than 5% of the total bid made in favor of the City of West Lafayette, Indiana. A certified check shall be filed with each bid by a bidder not having his principal place of business in Indiana. Each bid should be submitted in a sealed envelope marked "City Fuel Bid."

The Board of Public Works and Safety expressly reserves the right to reject any and/or all bids and waive irregularities of bidding.

BOARD OF PUBLIC WORKS AND SAFETY  
JUDITH C. RHODES, IAMC/CMC/CPFA  
CLERK-TREASURER

Publish: